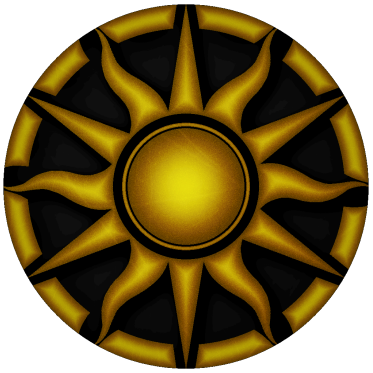
GRAND WESTERN ARMY

DOCUMENT CREATION FORMAT



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Secondary Title if applied.

APPROVED BY

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DOCUMENT REQUIREMENTS

Requirements for the documents to be approved and formatted right. This is so if you make a mistake this is here to help you fix your errors. It is required that you make a copy of this document. Hit File then Make a Copy.

Font and Words

- Text Color
  - The text color is not black, it's the 2nd darkest on the scale.
- Titles
  - Title Font must be Cinzel. The size of the font must be 24.
- Information text
  - Subtitles must be Maven pro, size 12 with bold.
  - The text must be Maven pro, size 12 without bold.

Information layout

- Text and Information
  - Don't create walls of text, break your information into key points to be easier to read. However, this might change depending on who the document is intended for.
  - Use tables, graphs, and visuals to help your document, if you need help contact Karolus so he can assist and make some for you.
- Spacing
  - Text spacing must be 1.5 inches at all times.
- Links
  - Make sure you embed links within your document if you wish the reader to read up on another document. This is crucial and is required for longer documents.
- Document naming format:
  - GWA | Document Official Name
    - Use this document's name as an example.

SAMPLE FORMAT

Summary of the main title above with important information regarding it.

Subtitle

- The main point to be discussed.
  - Secondary points to be discussed relating to the above.

- Tertiary point to be discussed, rarely used but can be used as a disclaimer.